

Optional Co-op Apprenticeship **Overview for Employers**





We all know that those currently working in the trades are retiring at a rapid rate and that a shortage of skilled tradespeople is looming.

Meeting industry needs for job-ready employees is one of Cambrian College's main goals.

A large number of new apprentices are needed to replace these skilled workers as they retire. Cambrian College, through SkyTech, is offering employers the opportunity to invest in the future by participating in the Co-op Diploma Apprenticeship program. By hiring our students on a co-op work term, employers will have an opportunity to preview the skills of future prospective employees and help to train a new generation of tradespeople.

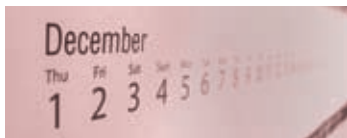
Cambrian has over 40 years of experience preparing students for careers in the trades, so employers can be assured that our trades programs meet or exceed all expectations for cost, quality, and technology, resulting in a highly-skilled, work-ready employee.

Through their support of students in our trades programs who are registered apprentices in the Co-op Diploma Apprenticeship program, employers will be ensuring that a skilled workforce is available now and in the future.

What is SkyTech?

The Skills Technology Institute (SkyTech) is a consortium of stakeholders consisting of representatives from industry, labour, government, and Cambrian College who work together to address skills shortages and to ensure the on-going availability of qualified employees within a wide variety of industries.

What is the Co-op Diploma Apprenticeship program?



The Co-op Diploma Apprenticeship program is an optional co-op. The co-op is not required in order for students to graduate from their regular postsecondary program. Students can choose to complete their postsecondary program, and they can graduate with a diploma, without participating in the co-op option. However, postsecondary students in applicable programs who choose, and qualify, to participate in this optional Co-op Diploma Apprenticeship program become registered apprentices sponsored by SkyTech. Through their participation in

this program, these students have the opportunity to participate in two paid co-op placements while earning a college diploma. The combination of their academic curriculum and their co-op placement experience also enables these students to receive completions for all three levels of in-school apprenticeship training.

SkyTech sponsors qualified Co-op Diploma Apprenticeship students to work as apprentices during two 16-week cooperative placements, completed in between their academic years. In order to qualify for sponsorship, students must meet strict academic standards.




Co-op Diploma Apprenticeship Program

SkyTech model (Postsecondary and Apprenticeship Sequence)

Two-year Programs		Three-year Programs	
Cambrian College Postsecondary Sequence	MTCU* Apprenticeship sequence and completions earned	Cambrian College Postsecondary Sequence	MTCU* Apprenticeship sequence and completions earned
Academic Semester 1	Registration as Apprentice with MTCU – entry into optional Co-op Diploma Apprenticeship program	Academic Semester 1	Registration as Apprentice with MTCU – entry into optional Co-op Diploma Apprenticeship program
Academic Semester 2		Academic Semester 2	
Graduation (selected programs) Techniques Certificate		Graduation (selected programs) Techniques Certificate	
Summer or Fall Break	Co-op Placement 1	Summer or Fall Break	Co-op Placement 1
	Completion of Level 1 (Basic) in-school training		Completion of Level 1 (Basic) in-school training
Academic Semester 3	Completion of Level 2 (Intermediate) in-school training	Academic Semester 3	
Academic Semester 4		Academic Semester 4	Completion of Level 2 (Intermediate) in-school training
Graduation Technician Diploma		Graduation Technician Diploma	
	Co-op Placement 2	Summer or Fall Break	Co-op Placement 2
	Completion of Level 3 (Advanced) in-school training	Academic Semester 5	
Entry into workforce for continuation of on-the-job training (apprenticeship)		Academic Semester 6	Completion of Level 3 (Advanced) in-school training
		Graduation Technology Diploma	
		Entry into workforce for continuation of on-the-job training (apprenticeship)	

* MTCU = Ministry of Training, Colleges and Universities



Employers participating in the Co-op Diploma Apprenticeship program agree to:

- Hire a student by the co-op hiring deadline.
- Pay the student's wages and WSIB premiums. The rate of pay is determined by the employer.
- Complete a Workplace Details Form with the student and submit the form to the Coordinator of Co-op Placements for approval, before the student starts the co-op placement.
- Provide work relevant to the student's trade.
- Ensure that a qualified person supervises the student. This is usually a journeyperson, but there are other approved credentials. The Coordinator of Co-op Placements for the Cambrian College School of Skills Training/SkyTech can advise you about this. This supervisor can sign off any attained competencies in the student's Training Standard book.
- Complete a mid-term and final co-op placement evaluation. A form for this will be provided to you, or you may use your own internal evaluation form. This will be used to determine the student's grade (Pass or Fail) on the co-op placement.
- Maintain ongoing communication with the Coordinator of Co-op Placements and with the student.

Students participating in the Co-op Diploma Apprenticeship program must:

- Be enrolled in the first semester of one of the applicable postsecondary programs.
- Sign an agreement to participate in the Co-op Diploma Apprenticeship program (available from the Coordinator of Co-op Placements).
- Register as an apprentice with the Ministry of Training, Colleges and Universities, Employment and Training Division.
- Secure a co-op placement.
- Maintain a minimum Grade Point Average (GPA) of 2.0 and have no deficiencies (W, F or I grades) in any of the courses in their current program.
- Obtain a Workplace Details Form, complete it with the employer and submit the form to the Coordinator of Co-op Placements for approval. This must be completed before the student starts his/her co-op placement.
- Arrange and complete any and all training required by the employer.
- Register for the co-op placement – this includes signing a Student Registration Form and paying the co-op tuition fee.
- Maintain ongoing communication with the Coordinator of Co-op Placements and with the employer.
- Successfully complete the co-op placement. The student's performance will be evaluated by the employer. This evaluation will determine the grade (Pass/Fail) for the co-op placement.

Financial incentives to employers

Employers may qualify for financial incentives for hiring a registered apprentice. Contact the Coordinator of Co-op Placements for the Cambrian College School of Skills Training/SkyTech to find out more about the financial incentives and tax credits that may be available to employers.

A chance to preview prospective employees

Hiring a student on a co-op placement is an opportunity for employers to preview the skills and work habits of prospective employees, while also contributing to the growth of the pool of skilled workers of the future. Students participating in the program may complete two co-op placements, so employers have an opportunity to preview the student twice before the student enters the workforce.

Employers who offer co-op placements often hire students on a full-time basis after they graduate, and take over their sponsorship from SkyTech.

A major advantage for the employer is that, upon completion of the optional Co-op Diploma Apprenticeship Program, the apprentice will have completed all three levels of the in-school component of apprenticeship training and will not have to leave work to attend trade school.

Pre-selection and evaluation service



SkyTech and Cambrian College also offer employers a pre-selection and evaluation service. If a co-op opportunity is posted through the Coordinator of Co-op Placements, Cambrian College's School of Skills Training/SkyTech will collect the résumés from the students, check that they qualify for sponsorship and meet the requirements specified by the employer, and then provide a ranking service to make selection easier.

Students are evaluated by faculty on 13 criteria that are set by industry recommendations. When employers post a co-op opportunity through the Coordinator of Co-op Placements, they will be provided with résumés from a number of qualified students, along with a summary of those students' scores and rankings. The students are ranked based on each student's score. The score is calculated by combining each student's evaluation by faculty (weighted at 50% of the score) and each student's previous semester GPA (also weighted at 50%). From that point, the hiring process is determined by the employer.

13-Point Evaluation by Faculty

Criteria Definitions

Point	Criteria	Scale and Definitions
1	Wears Personal Protective Equipment (PPE)	4 – Wears Personal Protective Equipment (PPE) 3 – Has received one or two reminders to wear PPE 2 – Has received more than two reminders to wear PPE 1 – Has received a PPE violation
2	Use of hand tools and equipment in a safe manner	4 – Always uses hand tools and equipment properly, identifies and reports any damage with a proactive attitude 3 – Uses hand tools and equipment correctly 2 – Has used hand tools and equipment inappropriately 1 – Requires repeated reminders on proper and safe use of hand tools and equipment
3	Attendance	4 – Always attends classes 3 – Missed up to two classes, with notification AND valid reason 2 – Often leaves early 1 – Missed more than one without notification
4	Punctuality	4 – Never late 2 – Late once or twice 1 – Late more than twice
5	Assignments/Projects on time	4 – All in by due date 3 – One late with acceptable reason 2 – Two-three times late, no reason 1 – More than three times late
6	Work ethics	4 – Exceeds expectations 2 – Meets expectations 1 – Does not meet expectations
7	Planning and Organizing	4 – Prioritizes for higher efficiencies 2 – Utilizes time effectively 1 – Does not make effective use of time
8	Interaction with others	4 – Is a role model 2 – Always interacts appropriately 1 – Interacts inappropriately
9	Good Housekeeping Practices	4 – Cleans own area and assists in other areas 3 – Cleans own area 2 – Needs reminding to clean own area 1 – Leaves area without cleaning
10	Works well on own	4 – Works well on own 3 – Works well with minimal supervision 1 – Needs additional one-on-one supervision to work effectively
11	Attitude	4 – Respects authority and reacts positively to feedback 3 – Accepts constructive criticism 2 – Indifferent to feedback 1 – Defensive to feedback
12	Follows instructions and standard practices	4 – Follows instructions/standard practices, exhibits critical thinking 3 – Follows instructions/standard practices 2 – Reluctant to follow instructions/standard practices 1 – Doesn't read or follow instructions/standard practices
13	Written and verbal communication skills	4 – Uses appropriate trade-related written and verbal communication skills 2 – Needs improvement in either written OR verbal skills 1 – Has difficulty communicating

Please note: A score of "0" on any one of the 13 points means that the criteria is not applicable.

Programs available

The Co-op Diploma Apprenticeship program is currently offered for the following fields of study:

Postsecondary Program	Trade Name
Electrical Engineering - Industrial Techniques/Technician/Technology	Industrial Electrician
Heavy Equipment Techniques/Technician	Heavy Duty Equipment Technician
Industrial Mechanical Millwright Techniques/Technician	Industrial Mechanic (Millwright)
Mechanical Techniques and Technician - Tool and Die Machining	General Machinist
Welding and Fabrication Technician	Metal Fabricator

To obtain further details about our programs and procedures, please visit our homepage at:
www.cambriancollege.ca/skytech

For more information, please contact:

Coordinator, Co-op Placements
School of Skills Training/SkyTech

Tel: (705) 566-8101, extension 7707 or 7564
Toll-free in Ontario 1-800-461-7145



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